

DPW Commission Meeting
Thursday, August 13, 2015
7:00 p.m. – Town Hall, Conference Room A

7:00 PM Approval Items:

Board of Commissioners Minutes Approval – approval of the 8/5/15 minutes was postponed
Approval of Sale of Cemetery Lots

7:05 PM Open Session:

Open for Public Discussion with the Commissioners

7:10 PM New Business:

Develop FY16 Goals & Objectives: Commissioner Reed said how about a long term (multiple year), plan for DPW projects. Director Parisi said he will e-mail a list to the Commissioners of the non-routine items to build the FY 16 goals/objectives. The list will include any recommended reorganizations, new equipment needed, etc. Commissioner Gardner said we're looking for big picture items; if you look around town, what things do you see that you'd like to improve, for instance improving operations at the Transfer Station, the Facebook page (social media), etc. Understanding that the town has to agree with our plan and vote to pay for it. The Commissioners are working on their individual evaluation forms for the Director's performance for FY '15; they may each sit with the director one-on-one to complete their form before the Chairman pulls the three together and completes the final evaluation for submission to the Personnel Board.

7:40 PM Ongoing Business:

Review SmartSheet Project Management Projects

Review FY15 Goals & Objectives:

1. Maintain and repair of all Town property as necessary.
 - a. Waiting for Building Study: the Town Administrator's office is working on this.
 - b. Road and sidewalk improvement plan: did some work last year; more is planned for FY '16. The Beta Group presented to the DPW Commissioners last month. J. Parisi said each year we will have Chapter 90 funds. He said there is a need for new sanding truck and a bobcat. The Capital Committee said it doesn't look possible for them this year.
 - c. Replace old VeederRoot fuel monitoring equipment with new equipment, not installed.
 - d. Complete preliminary design of DPW facility, ongoing.
 - e. Pingree Park Tennis courts – complete.
 - f. Renovate Long Beach Tennis Courts, not DPW project.
 - g. Bradley Wharf piling replacements – completed.
 - h. Replace library fire escapes – to be completed by the fall of 2015.
 - i. Exterior restoration of Legion Bldg. – complete.
2. Continue design and repair efforts on FEMA storm damage repair projects
 - a. Back Beach Revetment Repairs – waiting on FEMA.
 - b. Granite Pier Revetment Repairs – complete.
 - c. Pigeon Cove Harbor Repairs – waiting on FEMA.

- d. Marmion Way Gap Cove repairs – complete.
 - e. Bearskin Turnaround repairs – complete.
 - f. Penzance Road repairs – going to the site with the DEP.
3. Continue design and repair efforts to the Millbrook Meadow and Mill Pond Improvements Project.
 - a. Master Plan Report, CPC has them on hold until next year, CPC said they would prefer going in the spring for a debt override. Commissioner Reed said the pond needs to be the number one priority; we're losing it. He asked if the pond portion should be a town project.
 - b. Design development (Phase 2) Proposal.
 4. Develop a capital improvement plan for FY '16 capital needs – complete.
 5. Follow up on energy initiatives: had workshop and discussions, installation of light fixtures. J. Parisi met with Joanne Bisetta again. Commissioner Reed said he would like to get two more members for this committee, there are eight members currently.
 6. Develop an action plan for Long Beach and Cape Hedge Beach based on sediment transport study, a meeting was held with the residents. J. Parisi said the state is doing a grain study and creating a database. Commissioner Reed spoke about potentially hiring a grant writer for the DPW. We should put this before town meeting to let the residents have their opinion.
 7. With Beautification Committee, develop plan for improved public spaces. Front Beach, new benches and picnic table. Old Garden Beach association does a lot of work there, so that's in nice shape. Harvey Park and Back Beach for bench replacements are next on the list, the bench funds are depleted. J. Parisi said there is a chance for some donations of bench funds.
 8. Complete Funded Capital projects timely and efficiently. A number of projects were completed in a timely manner. Some of the projects are routine and others are one-time, unplanned projects, we should break them down in those categories and track them accordingly. The unplanned projects should have hours assigned, if possible. Then we can assign a dollar value to those hours.
 - a. Establish realistic funding request plan.
 - b. Utilize SmartSheet to assist with capital project management – complete.
 9. Ensure the continued safe and reliable operation of water, sewer and drainage infrastructure
 - a. Complete Bedrock well development project.
 - b. Replace Pigeon Hill Water Tank – out to bid again (this is the 3rd time).
 - c. Maintenance repairs at water treatment plant – some repairs have occurred, there are some project ongoing.
 - d. Continue in-house water line replacement – ongoing.
 - e. Replace detritor and grit pump at Wastewater Treatment Plant – ongoing.
 - f. Replacement of 2nd train of fine bubble aeration system at wastewater treatment plant – pushed back a bit.
 - g. Maintenance repairs at Sewer treatment plant – ongoing.
 - h. Complete draft of sewer use regulations – ongoing, will be back for Commissioner approval.
 - i. Continue ACO work in order resolve the I&I problems – ongoing, going out to bid.
 - j. Continue in house drainage infrastructure replacement – MBTA 2014-2015.

- k. Finalize water needs assessment – done with report, capital project requests are in for 5 yrs.
- l. Assess capital project needs and seek funding for both water and sewer utilities – on track.
- m. Implement GPS and GIS technologies to locate/identify sewer and drainage utilities – ongoing.

10. Improve Overall DPW operations and services

- a. Strengthen communications and coordination of activities between DPW Divisions – ongoing, but fewer meetings due to schedules.
- b. Utilize PeopleForms software to electronically document field data and asset conditions – ongoing.
- c. Utilize Maps Online software to assign and track service request forms – complete.
- d. Finalize Construction Standards – draft on drainage is complete will come before commissioners.
- e. Draft and implement construction and design plan review – FY '16.
- f. Improve general signage at the Transfer Station – complete.
- g. Investigate ability to provide single stream recycling – complete w/Hiltz maybe Dec., 2015.
- h. Identify workforce personnel that are under performing and develop action plan, some employees have retired. We are doing due diligence to recruit and hire competent staff.

8:20 PM Ongoing Capital Projects

8:25 PM Other Issues of Discussion

Tickler List

Cell tower lease funds
 Green Communities/Energy efficiency
 Sewer use regulations
 Transfer Station Redesign
 DPW Facility
 Plowing of Private Roads
 Paving Plan
 FaceBook Discussion
 FY 16 Goals & Objectives

Next Meetings: Wed., 9/16/15 at 7pm at the Police Station

8:45 pm – Commissioner Gardner moved to adjourn, seconded by Commissioner Reed, Vote: 3-0.